

## Athena Swan Action Plan

Earlham Institute's Athena Swan Action Plan sets out 53 conditions to be met of which we already meet 34. Below sets out our action plan for the outstanding 19 actions.

Action	Who	How	When	Progress	Success measure	
<b>1. Gender Equality: Monitoring, Reporting and Governance</b>						
1.2	Equality, Diversity and Inclusivity Committee to report progress on Action Plan to the EI Senior Management Team	DoO (Chair)	Annual reporting against Action Plan measures E&D chair to report to SMT informally on quarterly basis	Annually Quarterly (informal)	<b>Complete / On going</b>	Senior management aware of institutional priorities pertaining to equality and diversity and demonstrating leadership on diversity in the workplace
1.3	Annual reporting to Board of Trustees	DoO (Chair)	Annual reporting against Action Plan measures	Annually	<b>Complete / Yearly</b>	Board of Trustees fully aware of progress of institutional commitments, in line with expectations from E&D BBSRC plan
<b>2. Gender Equality: Improve Data Provision</b>						
2.1	Align job categories with AS analysis in HR database	NBI HR	Updating AS field to reflect EI analysis	June 2022	<b>On track</b>	Up-to-date data provision, facilitating monitoring and reporting

3. Increasing the recruitment of female researchers						
3.3	Internal advertisement of scientific vacancies, encouraging staff to promote opportunities to women	DoO	Internal email, and posting of opportunities (including on NBI website), emphasising our commitment to increase our recruitment of female scientists Regular mail marketing campaigns will start again Spring 2019 Opt-in data since GDPR has been in place to target those who have expressed an interest in job vacancies	Regularly	<b>On track</b> Reviewing of advertising approach by June 2022	Higher proportion of female applications in scientific positions is increasing.
3.5	Promote bioinformatics as highly suitable for flexible working	BDC DoO	Provision of case studies	June 2022	<b>On Going</b> Case studies on website for flexible working	Provide examples of female researchers transitioning to bioinformatics to support a work-life balance on EI website
4. Encouraging the career progression of women at EI						
4.2	Reaching full compliance in setting and reporting 2-, 4- and 6-months (or 9, based on role) objectives, leading to end of probation period.	NBI HR	Sharing compliance metrics with SMT Integrate metrics from survey Shared importance at EI All	June 2022	<b>On Going</b> New electronic probation system introduced	New staff will hold regular discussions with line managers on work objectives and progress on projects, applied consistently across the Institute. 100% compliance reached.

4.5	Develop workload allocation framework for Research Leaders	DoS	Consider requests for broad spectrum of responsibilities at EI: Student supervision, grant reviewing, interview panels, public outreach	June 2022	On track	Process will support a fair process to assign requests to staff, limiting potential unconscious bias
4.6	Leveraging role of co-signatory in providing mentorship, with a particular emphasis on early career researchers	Executive	Discussions with SMTCommunications to staff. Question on annual staff surveys to measure impact	June 2022	On track	Awareness and use of resource to be assessed in difference between annual surveys, informing communications about co-signatory role
4.8	Monitor the gender representation of postdoctoral researchers and staff scientists put forward for grant funding	DoO	Maintain statistics on grant submissions If gender bias is found: raise awareness of bias in opportunity, and potential for inclusivity through grant submissions Proactively encourage and support women to submit applications	June 2022	On track	Gender balance of researchers named on grants in line with gender representation at Institute

## 5. Supporting Female Postgraduate Students at EI

5.1	Acquire data on publication outputs and communication opportunities for postgraduate students to address potential gender differences	DoO	Our supervisory committees will receive guidance to ensure that our students are equally aware, encouraged and supported to generate publications from their work, as well as encouraging the presentation of research in scientific conferences.	June 2022/ Ongoing	<p><b>On track</b></p> <p>All publications &amp; outreach activities by students are recorded in NBIROS. Students also add relevant outreach activities to their annual report. Assistance is given for child care for them to attend meetings</p>	No gender difference in publication output of graduating students or attendance to conferences.
5.6	Provide logistical support to PhD-led training in bioinformatics	STEL  PhD student committee	Develop workshop-based training for NRP postgraduate students	June 2022	<b>On-going</b>	<p>First training event delivered with gender balance of trainers Explored with UEA but not implemented. Ongoing discussions.</p> <p>Mentoring of new students</p>

5.7	Link new students to NRP alumni	GSO PGR Director	Provide access to mentors in consideration of career opportunities	June 2022	<b>On-going</b> aims to link new students with NRP alumni; PGR Student Committee suggested focus was on providing support to new students via existing exhort.	PhD graduates have access to a broader professional network and understanding of future career options
<b>6. Fostering an Inclusive Work Culture</b>						
6.3	Advertisement of awards and prizes for Women in Science and support in developing applications	Coms DoO Research Office	Identify opportunities and encouraging women to apply	June 2022	<b>Ontrack</b>	Enhanced visibility of scientific achievements by female scientists on website and EI-all events, and support of career development Measured through an increase in nominations for prizes and awards

7. Enhancing the training provision for women in computing						
7.1	Provide opportunities for girls to acquire early computing skills and to take part in the computing community (partnership with industrial sponsors)	Head of scientific computing  Public Outreach	Develop modular training workshops to expose college students to computing Organise a 1-week summer school to 15-20 GCSE students (gender balanced) providing access to advanced computing methods and facilities Develop CPD training materials in computing for secondary teachers Ensure gender balance through co-educational school activities by promoting EI as an equal opportunities employer .	June 2022	<b>On track</b> EI Open Day	Funding sought and secured Materials developed Gender-balanced group of participants Case Study by Communications
7.3	Encouraging a diverse group of scientists to consider bioinformatics	BDC DoO	Blog posts “a day in the life”, describing transition to bioinformatics, lowering perceived threshold to participation	June 2022	<b>Complete / Ongoing</b> 2 separate content articles added to website. Existing articles reposted across social media platforms.	Monitor gender of site visits through analytics and promote website through social media-

7.4	Seek sponsorship from industrial partners to host a Daphne Jackson Fellowship at EI	Research Office	Secure funding (This funding was not secured)	June 2022	On track	Offer a retraining opportunity in bioinformatics at postdoctoral level every 2 years
<b>8. Supporting work-life balance and career breaks</b>						
8.6	Mitigating impact of maternity leave on research and career progression	Executive	Earmark funds to support maternity leave from core funds, allowing research leaders to provide cover for research if required, or extending duration of contract when allowed by funding	June 2022	On track Pausing of tenure clock included in the tenure track policy and taking account of key group members also taking leave	Female researchers are enabled to resume a productive research programme, the Institute is supportive of new family responsibilities
<b>9. Promoting LGBT equality at EI</b>						
9.2	Seek expertise on supporting NBI LGBT community.	NBI Equality and Diversity	Liaise with NGOs (e.g. Stonewall) in identifying best practices to support an inclusive environment for LGBT students and staff.	June 2022	Complete / Ongoing	Fostering an inclusive workplace supporting LGBT minorities, including the consideration of non-traditional families
9.3	Highlight LGBT history month, demonstrating support for Staff and Students.	NBI Equality and Diversity	Liaise with NRP partners to hold panel event "LGBT in Science" Advertise high quality resources developed by larger organisations (e.g. Royal Society)	June 2022	On track IDEA Committee set up and running in early 2022	Organisational awareness of challenges faced by LGBT minority groups Presence of LGBT role models and building community support